

14 FAH-4 H-260 DEFENSE COURIER SERVICE (DCS)

*(CT:DPM-2; 05-06-2009)
(Office of Origin: A/LM)*

14 FAH-4 H-261 RECIPROCAL USE

(CT:DPM-2; 05-06-2009)

- a. The Department and the Department of Defense have concluded an agreement for reciprocal, reimbursable courier support. This means that the Department and posts with DCS accounts and access to a DCS station (DCSSTA) can dispatch and receive, through the Defense Courier Service (DCS), classified pouches and nonpouched items.
- b. For the purposes of DCS:
 - (1) A pouch is a yellow DCS canvas bag or a tangerine Department canvas filled with smaller articles, sealed, and bearing a tag;
 - (2) A nonpouched item is an article not in a canvas bag, such as a fiberglass shipping container or a wooden crate.
- c. When DCS is used in place of the Department's Diplomatic Courier service to transport classified pouches, posts must still invoice the contents to ensure proper receipt of items at the destination. See 14 FAH-4 H-242 for the invoicing requirement and 14 FAH-4 H-232 for invoicing instructions for manual and Integrated Logistical Management System Diplomatic Pouch and Mail (ILMS DPM) posts.

14 FAH-4 H-262 DCS ACCOUNT CODES

(CT:DPM-2; 05-06-2009)

- a. DCS uses a two line address to route and track items in the DCS system. When the item is pouched, the pouch tag must be altered to conform to the requirements of the DCS system (see 14 FAH-4 H-264 for pouch tag instructions). The "two-line," as it is commonly referred to, takes the following format:

449321 BA88
HKD098 DCS BA011
DOS Sec of State

The first line of six numbers on the top line are the DCS account

numbers, followed by a space and four alpha-numeric “DCS station delivery and routing suffix.” If the last two digits are 00, it indicates that the account receives over-the-counter service at the DCSSTA.

The second line consists of a six digit alpha-numeric Department of Defense Activity Address Code (DODAAC), followed by a space, the three character aerial port code of the servicing DCS station, and another space. The last five characters indicate the servicing station and three digit Category of Account (COA) which, for State Department accounts, is “011.”

If the alpha-numeric suffix in line 1 is “88,” that account is serviced by the State Department and a third line is required to show the specific geographic location (post) for the delivery.

- b. See 14 FAH-4 Exhibit H-262 for a complete list of posts with DCS accounts. So that all posts are kept current on DCS account codes, posts that are holders of these codes must notify the Department by telegram of any changes in the account number, new account, or canceled account.

14 FAH-4 H-263 “ATTENTION” LINE

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Un-pouched items dispatched via DCS must have an “ATTENTION:” line below and to the left of the two line address and indicate the officer or the agency to which the item is to be delivered.

NOTE: Do not place this information on pouch tags.

14 FAH-4 H-264 POUCH TAG PREPARATION

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Posts preparing pouches for dispatch that will travel all or part of the way in the DCS system must meet both diplomatic and DCS requirements for tagging. In many instances, this will require double or triple tagging. Routing determines how many tags are required and in what order they must be attached to the pouch.

14 FAH-4 H-264.1 Post With DCS Account to Post With DCS Account

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- a. If a post with a DCS account is dispatching to a post with a DCS account and the pouch will remain in the DCS system the entire journey, prepare only one pouch tag as listed below:

- (1) The seal of the United States and the words DIPLOMATIC POUCH must appear on the back of the tag;
 - (2) The channel of dispatch letter code must be in bold lettering in the lower right corner on the front of the tag. Only [C] pouches may be dispatched in the Defense Courier Service;
 - (3) The unique pouch number, assigned by the DCS station at which the item is entered on DSC Form 1 (form DCS-1), must be on the front of the tag;
 - (4) The gross weight in pounds must appear under the unique pouch number;
 - (5) Dispatch information must be in the upper left corner of the tag. Only the two line DCS address of the post or the Department may be used as dispatch post. No employee or organization names may appear in the dispatch post information. The general post information format is:

DCS Account Number-DCS Route Number
DCS Post Title Abbreviation Post Location
 - (6) Destination information must appear in the center of the tag. Only the two line DCS address of the post or the Department may be used as destination information. The general destination format is:

DCS Account Number-DCS Route Number
DCS Post Title Abbreviation Post Location
- b. The caption, "VIA DEFENSE COURIER SERVICE" or "VIA DCS" must appear in the upper right corner of the article packaging, label, and tag (see 14 FAH-4 Exhibit 264).

14 FAH-4 H-264.2 Post Without DCS Account to Post With DCS Account

(CT:DPM-2; 05-06-2009)

- a. Any entry and shipment of pouch material through DCS to (or from) posts that do not have a DCS account **must** be coordinated with DCS in advance. This is required to have DCS authorize the shipment, during which a temporary two-line address is provided for use during the shipment.
- b. When the pouch is traveling in the DCS system for the latter part of its journey, posts without a DCS account dispatching to a post with a DCS account must prepare tags as below:
 - (1) Prepare a DCS tag as above except that the dispatch post information is the DCS account code of the post where the pouch

will enter the DCS system;

- (2) Staple a normal diplomatic pouch tag over the DCS tag;
- (3) The dispatch post on the diplomatic tag is the post at which the pouch will enter the DCS system; and
- (4) The post or courier who transfers the pouch to DCS will remove the top tag and prepare the DCS Form-1 (form DCS-1).

NOTE: If a post with a DCS two-line address is dispatching to a post without a DCS account code and the pouch will begin its journey in the DCS system, pouch tags, dispatch post, and destination post information must be reversed.

14 FAH-4 H-264.3 Post Without DCS Account to Post Without DCS Account

(CT:DPM-2; 05-06-2009)

- a. Any entry and shipment of pouch material through DCS to (or from) posts that do not have a DCS account **must** be coordinated with DCS in advance. This is required to have DCS authorize the shipment, during which a temporary two-line address is provided for use during the shipment.
- b. When the pouch will travel the middle portion of its journey in the DCS system, posts without a DCS account dispatching to a post without a DCS account must prepare three pouch tags as outlined below:
 - (1) Prepare a normal diplomatic pouch tag from post of origin to post of destination;
 - (2) Prepare a DCS tag as outlined in 14 FAH-4 H-264.1, except the dispatch post is the DCS address of the post where the pouch will enter the DCS system and the destination post is the DCS address of the post where the pouch exits the DCS system. Staple it over the diplomatic tag;
 - (3) Staple a regular diplomatic pouch tag over the DCS tag.
 - (4) The post or courier who transfers the pouch to DCS will remove the top tag and prepare the DCS Form-1 (form DCS-1); and
 - (5) The post or courier who receives the pouch from DCS will remove the DCS tag and sign the DCS Form-32 (form DCS-32).

14 FAH-4 H-265 AUTHORIZED MATERIAL

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- a. Only [C] pouches are eligible for dispatch by DCS courier.
- b. Posts with DCS account codes may dispatch unpouched items to another post or any other holder of a DCS account. Only TOP SECRET items or material requiring courier escort may be dispatched.
- c. DCS personnel are identified by DCS Form-9 (form DCS-9) credentials and a unique badge. See 14 FAH-4 Exhibit H-265 for an exemplar of the credential and badge.

14 FAH-4 H-266 THROUGH H-269 UNASSIGNED

14 FAH-4 EXHIBIT H-262

DCS ACCOUNT CODES FOR DEPARTMENT OF STATE CATEGORY OF ACCOUNT 011

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Account Number	DODAAC	Name	Station
411005	HKR017	AE Brussels	RS
411006	HKR018	US Mission to NATO	RS
411010	HKR022	AE The Hague	RS
411257	HKR091	ACG Frankfurt RPC	RS
413153	HKYG03	RRF Guam	YO
413155	HKYG04	AE Kolonia	YO
415107	HKD059	TLO	BA
416452	HKJ710	ZCJV-Caddell	JA
418160	HKYK04	Regional Seoul	KO
423185	HKW282	US Mission UN	MG
425115	HKM115	AE London	MN
425128	HKM128	ATO London	MN
425239	HKM239	RTO Croughton	MN
429181	HKG113	AmConsul Naples	SG
430571	HKN108	Power Systems and Controls	NF
438024	HKR078		RS
440112	HKB003	AE Manama	BH
441562	HKK111	ACG Ciudad Juarez	KE
444348	HKS466	ACG Tijuana	SN
449321	HKD098	DOS Sec of State	BA
449328	HKD102	DOS FADS Wash DC	BA
449808	HKD195	SPCD	BA
454102	HKYS02	AmConsul Fukuoka	YO
454105	HKYT01	AE Tokyo	YO

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Account Number	DODAAC	Name	Station
454115	HKYC01	AmConsul Sapporo	YO
454210	HKYD19	AmConsul Naha	YO
454227	HKYD28	USFJ Okinawa Bureau (OSC)	YO
460047	HKD211	SUSLOM Def Dept	BA
4C2821	HKJ429	Bell Steel	JA
4C3043	HKK368	Zachry-Caddell Joint Venture	KE
4C3807	HKF158	ENCLOS Corp	OF
4C4341	HKT058	SOM	TV
4C4738	HKL174	Skidmore, Owings & Merrill LLP	LV
4C4741	HKL116	Simplex Grinnel International	LV
815120	HKD355	DOS HQS	BA
872761	HKK316	Zachry-Caddell JV	KE
873380	HKL195	Skidmore, Owings & Merrill LLP	LV
873381	HKT062	Skidmore, Owings & Merrill LLP	TV
873571	HKK328	Zachry-Caddell Joint Venture	KE
880732	HKD655	SUSLO Def Dept	BA
880734	HKD656	JTLO	BA
888000	HKB012	AE Amman	BH

14 FAH-4 EXHIBIT H-264 DCS MARKING ON ARTICLES, LABELS, AND TAGS

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1. Marking an article:

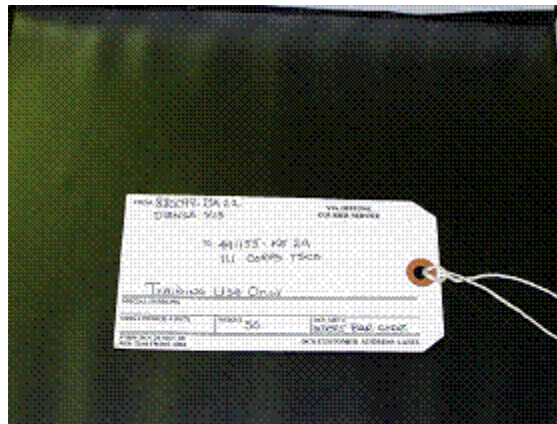


2. DCS Form 28, Address Label (form DCS-28):

A photograph of a white DCS Form 28, Address Label. The form is filled out with handwritten and printed information. At the top left, it says "FROM: 2502159-BA225" and "THANKS YEA". At the top right, it says "VIA DEFENSE" and "COURIER SERVICE". In the center, it says "TO: 441155-RE24" and "III. CHAPS TOLD". Below this, there is a section labeled "REMARKS Use Only" with "SPECIAL HANDLING" written below it. At the bottom, there is a table with three columns: "ORGANIZATION CONTROL # (GPO)", "WEIGHT", and "DCS ARTICLE #". The "WEIGHT" column has "2" written in it. The "DCS ARTICLE #" column has "Bar Code" written in it. At the very bottom, it says "DCS FORM 28 (1 MAY 88)" and "DCS CUSTOMER ADDRESS LABEL".

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3. DCS Form 29, Address Tag (form DCS-29):



14 FAH-4 EXHIBIT H-265 DCS CREDENTIALS

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DCS Credential Set

DCS Couriers are identified by Form 9 Credential Sets, consisting of:

- DCS Form 9 (DCS Courier Identification Card) (form DCS-9)
- DCS Badge
- Black leather wallet

A sample of the DCS Form 9, which is a rectangular identification card. It features a header with 'DEFENSE COURIER SERVICE' and 'FORT MEADE, MD 20755'. Below this is a circular seal with an eagle. The card includes fields for 'EXPIRATION DATE', 'PHOTO', 'NOT A PASS', 'FOR IDENTIFICATION ONLY', '1 MAY 88', 'SSN', 'CARD NUMBER' (with 'C 0001' printed), 'NAME OF BEARER', 'SIGNATURE OF BEARER', and 'COMMANDER, DEFENSE COURIER SERVICE'. A large 'SAMPLE' watermark is diagonally across the center.

A sample of the reverse side of the DCS Form 9. It includes fields for 'HEIGHT', 'WEIGHT', 'COLOR HAIR', 'COLOR EYES', and 'DATE OF BIRTH'. Below these are instructions: 'IN THE EVENT OF INCAPACITATION OF THE HOLDER OF THIS CARD: A. NOTIFY THE NEAREST DEFENSE COURIER SERVICE, FT MEADE, MD 20755, AND B. NOTIFY THE COMMANDER, DEFENSE COURIER SERVICE, FT MEADE, MD 20755'. There are also fields for 'NAME/GRADE/POSITION OF COMMANDER' and 'DATE ISSUED'. A warning at the bottom states: 'WARNING: THIS CREDENTIAL IS THE PROPERTY OF THE UNITED STATES GOVERNMENT. ITS COUNTERFEITING, ALTERATION, OR MISUSE IS A VIOLATION OF 18 U.S.C. 494, 498, AND 793. IF FOUND, DROP IN NEAREST UNITED STATES MAIL BOX'. A large 'SAMPLE' watermark is diagonally across the center.

DCS Form 9



DCS Courier Badge